

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



April 1, 1975

ALL-COUNTY LETTER NO. 75-71

• TO: All County Welfare Directors

SUBJECT: LOCAL AGENCY SPECIAL TRAINING FUND COMMITTEE

REFERENCE:


In October 1974, resources were transferred from the County Training Bureau to program management areas and the Departmental Training Bureau in order to carry out urgent program priorities and to allow AFDC Program Management, Adult Program Management, Food Stamp Management and Civil Rights Program to provide direct local agency training in their respective program areas.

One means for achieving this objective in an effective way is the Local Agency Special Training Fund. In order to administer this fund in an equitable and effective manner, a committee with representatives from program management areas, Departmental Training Bureau, Contracts Management, and the County Welfare Directors' Association has been established to evaluate requests made to utilize the fund, and to prioritize them in light of program need in order to achieve the greatest possible results from the Local Agency Special Training Fund.

This special fund is available to Department of Benefit Payments program managers and county welfare directors to ensure that training is made available in special circumstances. Funds will be made available to assist in the implementation of the objectives of public welfare programs when normal training resources do not adequately meet training needs and to promote the improvement of payment delivery systems.

This letter transmits the revised Guidelines for Use and Approval of Department of Benefit Payments Sponsored Local Agency Special Training Funds. These guidelines outline both general responsibility and procedures. Requests for the use of these funds should be directed to Edward D. Salt, Chief, Departmental Training Bureau, 744 P Street (M.S. 14-62), Sacramento 95814.

Sincerely,



DENNIS O. FLATT
Deputy Director

cc: CWDA

GEN 654 (2/75)

GUIDELINES FOR USE AND APPROVAL OF
DBP SPONSORED LOCAL AGENCY SPECIAL TRAINING FUNDS

I. Purpose of DBP Local Agency Special Training (LAST) Fund

- A. The State Department of Benefit Payments regularly sponsors and plans training activities for county welfare department personnel which supplement existing state and county training programs. The purpose of these activities is:
 - 1. To promote the improvement of payment delivery systems and ensure that these systems are efficiently paying correct amounts to eligible recipients.
 - 2. To ensure that training is made available in special circumstances to assist in the implementation of the objectives of public welfare programs when normal training resources do not adequately meet training needs.
- B. For the achievement of these purposes, the Local Agency Special Training Fund is made available to program managers and county welfare department personnel.

II. Responsibilities

- A. The Department of Benefit Payments through the Local Agency Special Training (LAST) Fund committee is responsible for approving special training fund requests and is accountable for funds expended. This committee is composed of representatives from each of the public welfare programs administered by the Department, as well as representatives from the Departmental Training Bureau, Contracts Management Section, and the County Welfare Directors' Association. It is the committee's responsibility to:
 - 1. Analyze local agencies' special training needs.
 - 2. Determine potential impact on welfare programs.
 - 3. Set priorities for expenditures of the fund.

The committee prepares and releases procedures and guidelines for the expenditure of funds and will provide consultation and advice to requesters to assure the effective use of these funds.
- B. The Department's program managers provide consultation in regard to program content of proposed training activities and will make available to the committee resource capabilities, as needed, in their particular areas of specialization.

- C. The Department's Financial Management Services Branch has responsibility for receiving processed requests for funds and making appropriate payments on contracts approved by the committee.

III. Procedure for Request of Local Agency Special Training Funds

- A. Request for approval of expenditure of Local Agency Special Training funds may be initiated by county welfare directors or by department program managers.
- B. Proposals are to be submitted to the Department's Departmental Training Bureau and must include the following information:
 1. Objectives of the training
 2. Proposed location
 3. Proposed number of counties participating
 4. Proposed number of participants
 5. Proposed leadership
 6. Cost estimate
 7. Evaluation Plan

Every effort must be made to obtain county, state or other free meeting facilities. If it is unfeasible to obtain a public meeting place, funds may be considered for the rental of space.

Consultants/instructors should be secured insofar as possible from public and nonprofit agencies within the state. If private consultants or consulting firms are used, the competitive bid process must be followed (see All-County Letter 74-151). Local agencies may request the state to conduct the bid process using suggestions from the requester and Departmental Training Bureau information resources to choose bidders.

The consultant fees shall be set according to the rules of the State Administrative Manual (Section 1243). The amounts to be paid depend on the complexity and difficulty of the project, the going rate for similar work, both inside and outside state service, and the qualifications of the individual or firm being awarded the contract. Submitted proposals must list the rate of compensation to be paid participants performing under the contract.

Per diem allowance up to the maximum state rate may be provided when appropriate in accordance with the State of California Board of Control rules. Reimbursement may be made for use of common carrier or air coach when air travel is necessary. Participants must submit carrier ticket stubs for reimbursement.

- C. The Departmental Training Bureau will schedule for review by the LAST Fund Committee all requests for funds which exceed \$100 in amount. Requests for less than \$100 need not be considered by the committee, but will be reviewed by the Departmental Training Bureau. Requests for funds made to the Departmental Training Bureau or the LAST Fund Committee must be made prior to the training activity. Requests will be reviewed by the committee on a monthly basis the first Wednesday of each month.
- D. Criteria for approval of funds will include the following:
 - 1. The proposed training activity should be planned for staff of more than one county welfare department so that it will impact a significant number of county personnel.
 - 2. The proposed training activity shall be designed to assist in the achievement of defined welfare program objectives.
 - 3. The activity must have a significant positive impact on the statewide welfare program.
 - 4. The activity must have the support of an appropriate DBP program manager.
 - 5. The activity must contain a plan to evaluate the results of the training activity including:
 - a. Assessment of effectiveness in meeting defined welfare program objectives.
 - b. Cost benefit data (where feasible).
- E. Training proposals for less than \$100 which have been approved by the Departmental Training Bureau or proposals which exceed \$100 and have received committee approval shall be forwarded by the committee representative from the Departmental Training Bureau to Financial Management Services Branch in order for funds to be encumbered. Such encumbrance of funds must be established prior to carrying out the training activity. No final commitment of payment of funds for training purposes will be made by any person or unit except the LAST Fund Committee.
- F. Upon initial project approval, the Contracts Management Section will review consultant selections, conduct a competitive bid when necessary, prepare a consultant contract for departmental review, and obtain the necessary signatures, encumbrance and approvals. Contracts Management Section will submit the executed contract to the contractor with instructions for claiming reimbursement.
- G. The contracting party (consultant/instructor) will complete the invoice and return it to the Departmental Training Bureau after completion of training activity.

- H. In the event that a contract was not completed or contract requirements are not being met, the party initiating the request (county welfare director or program manager) shall immediately notify the training bureau.
- I. In the event the training activity or any part of it is cancelled, the party initiating the request shall immediately notify the training bureau.
- J. Upon receipt of the final invoices from the consultant, the Departmental Training Bureau shall review such invoices to assure accuracy and correctness and then shall submit the invoices to Financial Management Services Branch for payment.
- K. Upon completion of each training activity, the requester through the program manager shall provide, to the LAST Fund Committee within a 30-day period, an evaluation of the effectiveness of the training activity.
- L. The Departmental Training Bureau shall maintain a file of requests for training activities, evaluations of those activities, and such related documents as are pertinent to the on-going functioning of the committee.
- M. Departmental Training Bureau representatives shall be responsible for maintaining the records of the expenditures and encumbrances of the LAST Fund Committee. An up-to-date report of such expenditures and encumbrances shall be provided at the beginning of each monthly meeting of the committee.

Approved by:



DENNIS O. FLATT
Deputy Director

3-21-75
Date